



## PEACE CORPS BENIN

# **JOB ANNOUNCEMENT**

**OPEN TO:** All Interested Candidates  
**POSITION:** Peace Corps Medical Officer  
**OPENING DATE:** December 2, 2014  
**CLOSING DATE:** December 16, 2014

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The United States Peace Corps seeks a **Medical Doctor** to serve as a contracted Peace Corps Medical Officer (PCMO) based in Cotonou, Benin. The PCMO will provide health care to U.S. Peace Corps Volunteers in Benin and will work under the supervision of the Peace Corps Country Director in Benin and the Peace Corps Office of Health Services in Washington DC.

### **Duties include:**

- Routine primary health care to Peace Corps Trainees and Volunteers including treatment of common illnesses and injuries in accordance with Peace Corps medical guidelines
- Individual short-term counseling on disease prevention, adjustment issues, stress management and cross-cultural problems
- Response to emergency medical situations
- Member of Senior Peace Corps staff in Benin
- Design and presentation of health training sessions
- Site visits to Peace Corps Volunteers throughout Benin
- Administrative tasks of the medical office including budget management
- Inventory of medical supplies and equipment
- Alternate 24 hour on- call duty with the other PCMO

### **Qualifications and Requirements:**

- Graduate of accredited school, MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research  
<http://www.faimer.org/resources/imed.html>
- Current license to practice
- Three years recent, relevant clinical experience in primary care and infectious/tropical diseases.
- Ability to communicate effectively in oral /written English and French.
- Experience in managing mental health issues including counseling of patients
- Experience in training design and presentation of health related material
- Working knowledge of Microsoft Word, Excel, Access, Outlook
- Program management, administrative experience

- Ability to work effectively as part of an intercultural team
- Hardworking, reliable and diligent with good inter-personal skills
- Willing to travel to sites in Benin
- Ability to work with minimal supervision

Interested applicants for this position must submit the following or the application will not be considered:

1. A completed **PCMO Application form**, a completed **PCMO applicant skills survey**, a completed **Privileging form**; the applicant must complete this request for privileges depending on their professional qualifications.  
These relevant forms are available at <http://goo.gl/UYolz6> and also at the Peace Corps Office.
2. A resume or C.V. that includes:
  - Professional positions held, identifying duties, responsibilities, dates of employment and reason for leaving
  - Education and training, identifying universities attended, dates of attendance, degrees and diplomas.
  - Professional licenses, certificates, registrations
  - An accounting for periods of unemployment longer than three months
3. Three professional medical references, with at least two being from medical colleagues who have directly observed the applicant in a clinical setting. (One must also be from the current employer.)
4. Photocopies of:
 

**Academic diplomas.** Please note, in addition to a copy of the academic diploma, the applicant must submit an official academic transcript and curriculum.

**Professional licenses.** If the license does not have an expiration date, written confirmation must be submitted directly from the issuing authority. Please note, if a license is not required, rather, the medical diploma is the license to practice, written confirmation, issued directly from the professional medical board, Ministry of Health or other appropriate regulatory authority establishing that the candidate is properly credentialed for medical practice, is required.

**Certificates** of all post graduate training, internships, residencies, fellowships

**Professional registrations**
5. A cover letter
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
7. The candidate should also provide the following:
  - a. Date of birth
  - b. Place of birth
  - c. Citizenship
  - d. Passport number
  - e. Passport issue date
  - f. Passport expiration date

All documents must be in English. Official translation is not required.

**Please note that preference will be given to candidates who have professional experience as medical practitioners in the US.**

**HOW TO APPLY:**

Submit a letter of interest with specific responses to each of the required and desired qualifications, accompanied by your CV listing three traceable references. Applications will only be accepted in English and via electronic mail at [job@bj.peacecorps.gov](mailto:job@bj.peacecorps.gov) by 5:00 PM on the closing date. Be sure to indicate in the subject title **“Peace Corps Medical Officer”**.

*The United States Peace Corps is an Equal Opportunity Employer.*